



## MEMORANDUM

**TO:** Superintendents, Principals, Data Managers, and Guidance Counselors

**FROM:** Molly Chamberlin, Director of Data Analysis, Collection, and Reporting  
Jeffery P. Zaring, Chief of Results and Reform

**DATE:** April 19, 2011

**SUBJECT:** Graduation Cohort WebEx

In response to requests from schools for more information on graduation rate calculations, we are pleased to announce that, on April 26, 2011, the Department will host a WebEx meeting on the graduation cohort. The WebEx is scheduled from 10:30 am to 11:30 am EST. We recommend that superintendents, principals, data managers, guidance counselors, and any others who are involved in the compilation and review of their school's graduation cohort participate in the WebEx. We are planning this WebEx before the end of the school year so that schools are best prepared to submit and review data reports affecting graduation cohort rates. The goal of the WebEx is to provide a better general understanding of the graduation cohort rate. It will cover important cohort-related topics such as how the graduation cohort rate is calculated; how students are assigned to a cohort, including the specific data reports that are used to place students into cohorts and assign them to schools; how students are removed from a school's cohort; and how to view and use the Graduation Cohort Report in Learning Connection.

Please note that the WebEx will not cover questions related to the graduation rate audit and instead will be focused generally on the graduation cohort. For questions about the audit, please contact [gradrate@doe.in.gov](mailto:gradrate@doe.in.gov).

To register for the WebEx, go to <https://indiana-doe.webex.com/indiana-doe/j.php?ED=142040007&RG=1&UID=0&RT=MIMxMg%3D%3D> and register for the meeting. Once the host approves your request, you will receive a confirmation email with instructions for joining the meeting. Once registered, you can also view the agenda for the meeting.